

DO YOU HAVE TO REPORT AN UNACCOMPANIED HOUSING PROBLEM?



These are the steps:

1. Residents **identify** discrepancy.
2. Resident logs discrepancies in the **UH Trouble Call Log**.
3. Each building has its own Trouble Call Log **located in the front lobby**.
4. The Building Manager **checks** the Trouble Call Log daily.
5. The Building Manager **calls** Public Works and **submit** a trouble call.
6. If discrepancies are **not completed in a timely manner**, please contact the **Duty Complex Manager** at 090-9383-9393.